

# Instructions on how to fill out an EFT form.

## SECTION I (DEPARTMENT USE) - PAYOR, STATE INFORMATION

STATE DEPARTMENT	DOLA/DLG	VCUST#	
MAILING ADDRESS	1313 Sherman Street, Room 521	ADDRESS ID	
CITY, STATE, ZIP	Denver, CO 80203	VERIFIED BY	
DEPARTMENT CONTACT			
EMAIL		PHONE	

Do NOT Complete. DLG Internal Services Unit or Budget Office will enter and verify

Sign that you have verified all the info on this form from a third party source.

## SECTION II - PAYEE, VENDOR INFORMATION

VENDOR NAME	
D/B/A (DOING BUSINESS AS, OPTIONAL)	
MAILING ADDRESS	
CITY, STATE, ZIP	
EMAIL (FOR REMITTANCE ADVICE)	PHONE

Enter legal name and either a street address or a P.O. Box, **NOT BOTH**. Information here must exactly match the information on the W9 form. All fields MUST be completed.

Grantee completes Section III. All fields must be completed.

## SECTION III - DEPOSITORY FINANCIAL INSTITUTION AND ACCOUNT INFORMATION

INCLUDE A VOIDED CHECK (NOT A TEMPORARY CHECK OR DEPOSIT SLIP) OR SIGNED BANK LETTER THAT INCLUDES ALL INFORMATION REQUESTED IN THIS SECTION

BANK NAME	BRANCH ADDRESS
ROUTING NUMBER	ACCOUNT NUMBER
ACCOUNT TYPE	FOR FURTHER CREDIT (OPTIONAL)
PAYEE TAXPAYER ID (SSN/EIN)	
SHOULD ALL PAYMENTS TO THIS TAXPAYER ID USE THIS BANK ACCOUNT?	
IF NO, PLEASE EXPLAIN	

Make sure only one is checked.

EIN must match the W9.

Bank Letter must be on bank letterhead, be signed by bank staff member, and contain Bank Name, Branch Address, Routing Number, Grantee's TIN, Account Number, and Account type.

A "YES" will have **ALL** EFTs sent by every State department to this bank account. Otherwise, enter "NO", give a reason. Reason should include list of grant numbers or program name that EFT should apply to.

## SECTION IV - AUTHORIZATION FOR DIRECT DEPOSIT SET UP, CHANGE, OR CANCELLATION

<input checked="" type="radio"/> SET UP	<input type="radio"/> CHANGE	<input type="radio"/> CANCEL	FOR CHANGES ONLY, PLEASE PROVIDE EXISTING ROUTING & ACCOUNT NUMBER
ROUTING NUMBER	EXISTING ACCOUNT NUMBER		
PRINTED NAME	TITLE		
SIGNATURE	DATE		

Grantee completes Section IV. If setting up the EFT information for the first time, click Set Up and skip the rest of the fields. **DO NOT** enter the new routing or account number here.

If the Grantee's banking information is **changing**, click Change and enter the Routing Number and Existing Account Number of the EFT that is being replaced/changed.

Printed Name, Title, Signature and Date MUST be complete